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JAC Recruitment Thailand

PR/120314 | HR Manager

Job Information

Recruiter JAC Recruitment Thailand
Job ID 1609921
Industry Other (Manufacturing)
Job Type Permanent Full-time
Location Thailand
Salary Negotiable, based on experience
Refreshed September 15th, 2026 07:00

General Requirements

Minimum Experience Level Over 10 years
Career Level Mid Career
Minimum English Level Business Level
Minimum Japanese Level Basic
Minimum Education Level Associate Degree/Diploma
Visa Status No permission to work in Japan required

Job Description

Job Summary

We are seeking a highly experienced and strategic Administrative Manager to oversee all administrative and support functions within the organization. This role is critical in ensuring efficient operations, supporting business objectives, and driving organizational excellence.

Key Responsibilities

- Develop and implement policies, strategies, and plans related to overall administrative management
- Oversee administrative operations, office systems, and drive the adoption of technology to improve efficiency
- Lead and manage Human Resources functions, including workforce planning, recruitment, development, performance

management, and organizational discipline

- Supervise accounting, financial operations, budgeting, cost control, and asset management
- Ensure compliance with company policies, legal requirements, and regulatory standards
- Coordinate with internal departments, external partners, and government authorities
- Analyze issues, make strategic decisions, and resolve administrative challenges
- Report operational performance and key updates to senior management

Qualifications

- Bachelor's degree or higher in Business Administration, Management, or a related field
- Strong command of English (speaking, reading, and writing)
- Male or Female, aged between 45 – 50 years

Experience Requirements

- Minimum 20 years of experience in administrative or related roles within a manufacturing environment
- At least 10 years in a senior management or executive-level position
- Experience in the automotive industry will be an advantage

Key Skills & Competencies

- Strong leadership and decision-making abilities
- Strategic thinking and problem-solving skills
- Excellent communication and coordination skills
- High level of integrity and compliance awareness
- Ability to manage multiple functions and drive organizational efficiency

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description